

Internal Control Roundtable

Meeting Minutes

Meeting Date: April 26, 2018

Scribe: Mike Thone, MMB Internal Control and Accountability (ICA).

Host and meeting location: Mike Turner, Internal Audit Manager for the Department of Revenue hosted the meeting at the Department of Revenue (Stassen) Building, in the Skjegstad conference room.

Presenter: Ryan Church, Enterprise Director of the MMB Management Analysis and Development Division (MAD).

Present at the Meeting:

Mike Thone, Jake Rossow, Josh Botnen, and Angelina Barnes (ICA), Paul Mathe and Brenda DaBruzzi (DPS), Laurie Studer, Cindy Charles, Steph Wortham, and Amie Wunderlich (MnDOT), Nick Mokaya (PCA), Amy Jorgenson and Sandy Ludwig (MDH), Robert Helgeson (OHE), Molly Nystel (WCCA), David Forbes, Gary Johnson, and Shireen Gandhi (DHS), Jennifer Nasifoglu (OAG), Barb Sporlein (MHFA), Courtney Quinn (MDVA), Eric Athman (DMA), Mike Turner and Lindsay Rivard (DOR), Marianne Bouska (IRRR), Dave Salchow (Admin), Melissa Stewart (MNSure), Ryan Church (MMB), Paul Doyle (OMHDD), Kevin Hoese (Racing Com.), Mike Hopwood (MN Academies), Barry Fick (MnHEFA), Andrea Barker and Matt Kaehler (AELSLAGID), Keith Deckert and Fekade Cherinet (DEED), Mario Chavez (BWSR), Kristy Swanson (DOLI), and Katrina Jones (MDE).

Welcome and Introductions:

Mike Thone welcomed the group and reviewed the meeting agenda. Angelina Barnes introduced keynote speaker, Ryan Church.

Main Agenda:

Ryan presented "Risk Assessment and Internal Controls - The Secret Sauce." He explored the role roundtable members can play to make risk assessment an important part of the success of each agency. Attendees shared ideas to increase agency prioritization and commitment to risk assessment and effective internal controls to strengthen the statewide system.

One document, the Group Discussion handout with a summary of the group input and discussion points, is included with the Roundtable Meeting Minutes email.

Open Forum Topics:

- Open Forum was used as an extension of the main agenda discussion.

Next Meeting:

Thursday, May 31, 2018, 9 a.m. – 11 a.m.

Courtney Quinn, Internal Controls and Audit Manager for the Department of Veterans Affairs will host the meeting at the Veterans Service Building, fifth floor conference room. The Veterans Service Building is located at 20 West 12th Street, St. Paul MN 55155.

Roundtable members enter the building through the central walkway west-side doors, and take the elevator to the fifth floor. There is no check-in or other security protocols to follow but please note the doors are locked prior to 8:00 a.m. [Parking information](#) - Lot K is closet to Vet Services Bldg.

If you require an accommodation, please contact Angelina Barnes (651-201-8119) by Thursday, May 24.

Meeting Agenda:

- TBD – an Outlook meeting invitation update will be sent once the agenda has been finalized.
- Open Forum